

ORGANIZATION: City of Newport
DEPARTMENT: City Manager's Office

LOCATION: Newport, Oregon
DATE: March 2014

JOB TITLE: Human Resources Coordinator

RANGE 12/13

PURPOSE OF POSITION:

Design, deliver, and support human resource solutions to meet management and staff needs. Provide advice and information to employees, supervisors, and managers on human resources practices, policies, and issues while ensuring sound business practices and compliance with local, state, and federal law. Work with employees as a source of information and advocacy keeping the needs of the city in balance with the needs of employees. Provide responsive information to employees, supervisors, managers, and the City Manager. Oversee, with department heads, the recruitment, hiring, and termination processes.

ESSENTIAL JOB FUNCTIONS AND EXAMPLES OF DUTIES PERFORMED:

Receive and process Personnel Action Forms (all forms that relate to hiring, termination, COLA, merit increases, or changes in employment).

Update and maintain job descriptions and monitor changes.

Set ranges for salaries and wages based on appropriate survey data and outside resources. Make recommendations to the City Manager or department heads relative to salary adjustments and classification changes.

Provide information regarding city personnel policies, wages, and benefits as requested.

Assist with labor negotiations at the request of the City Manager.

Maintain all city personnel records.

Maintain other files and retain and destroy in compliance with the city records retention schedule as provided by the State Archivist.

Work with department heads on the structure of departments and job duties regarding position descriptions and the recruitment for vacant or new positions.

Conduct the recruitment and interview processes in conjunction with the department head and City Manager.

Answer technical questions concerning federal and state laws and rules related to human resource matters. Coordinate the resolution of human resource related technical matters such as grievances, terminations, unemployment benefits, and discrimination claims.

Interpret and implement the Employee Handbook as approved by the management team, bargaining units, and the City Employee Committee. Work with employees within the parameter of the handbook.

Maintain compliance with the city's collective bargaining agreements.

Respond to employee inquiries regarding employee benefits - medical, vision, dental, retirement, disability, and life insurance. Coordinate the annual open enrollment process and ensure delivery of the information and employee compliance with registration timelines.

Work with injured workers in liaison role between the City Manager's Office and the insurance companies and the injured worker. Communicate with the city's insurer to provide accurate and current information on injured employees.

Maintain drug testing records for employees with Commercial Driver's Licenses; work with the City Manager on policies in the Employee Handbook.

Organize and direct new employee orientation.

Schedule employee meetings to discuss issues related to benefits, retirement, and any policy changes.

Provide information and general assistance to public inquiries regarding city human resource functions.

Coordinate training opportunities for supervisors, managers, department heads, and employees.

Develop and maintain a positive working relationship with city staff and the public.

JOB QUALIFICATION REQUIREMENTS:

MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills and abilities would be: Professional Human Resource Certification, or minimally, an Associate's degree or equivalent in related field AND three years related experience.

KNOWLEDGE: Knowledge of federal, state, and local laws and rules as they relate to human resources and employment practices. Knowledge of office practices, computers, software programs such as Word and Excel, and customer relations.

SKILLS: Skill in the use of personal computers, various related software programs, and standard office equipment, working with people in adverse employment situations.

ABILITIES: Ability to establish and maintain an effective working relationship with City management, employees, Council members, other entities, and the general public. Ability to analyze workforce situations objectively, effectively respond to employee and public requests for assistance, communicate effectively, both orally and in writing, with individual and groups. Ability to honor the confidentiality required of this position. Physical ability to perform the essential job functions.

DESIRABLE QUALIFICATIONS:

Bachelor's degree in human resources or related field preferred.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to ten pounds and occasionally lift or move materials up to sixty pounds. The position requires the ability to operate a motorized vehicle. Manual dexterity and coordination are required more than 50% of the work period while operating equipment such as computers, keyboards, telephones, and standard office equipment.

WORKING CONDITIONS/WORK ENVIRONMENT:

Work location is primarily indoors where most of work period occurs under usual office working conditions.

SUPERVISION RECEIVED:

Work is performed under the general direction of the City Manager.

Date Revised: March 2014

*Approved by: _____
City Manager*